THE HIGHLAND COUNCIL
INFRASTRUCTURE, ENVIRONMENT & ECONOMY SERVICE
APPLICATION TO LEASE AN INDUSTRIAL UNIT

The Highland Council
Comhairle na Gàidhealtachd

UNIT ADDRESS: **Office 3 Mayfield, Dingwall, IV15 9ST**

Completion of this form does not have any contractual effect nor does it impose or create any legally binding obligation or liability. This form does not constitute an application for planning permission, building warrant or any other statutory permission. All questions should be answered and any special circumstances or additional information may be outlined on a separate sheet.

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1. ANNUAL RENT

How much annual rent are you offering? **£** **, exclusive of VAT**

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2. APPLICANT DETAILS

Full Name of Applicant: .....

Trading Name (if any): .....

Applicant's Address: .....

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Name of person submitting this application form: .....

Telephone: ..... Mobile: .....

Email: .....

If the business is a **partnership**, please give the **full names and home addresses of all partners**.

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If the business is a **limited company**, please give the **registered office address** and **company number**.

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3. SOLICITOR / LEGAL AGENT

Name of Your Solicitor: .....

Solicitor's Firm: .....

Solicitor's Address: .....

.....

.....

If your application is successful, the offer of lease will be forwarded direct to your Solicitor **unless otherwise instructed**. Please tick the box if you **DO NOT** wish the offer to be issued to your solicitor. ☐

4. EXISTING PREMISES

Do you currently occupy business premises? YES ☐ NO ☐

If so, are they leased or owned? LEASED ☐ OWNED ☐

Please state below your landlord's name and address, together with the address of the premises concerned:

Name & Address of Landlord: **Address of Premises Leased from this Landlord:**

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If you already lease property from The Highland Council, do you intend to vacate if your application for this property is successful? YES ☐ NO ☐

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5. DESCRIPTION OF PROPOSED USE

Please describe in detail the nature of your proposed business activities:

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6. PROPOSED ALTERATIONS

Please provide a description and estimated costs of any proposed alterations to the unit:

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Please enclose drawings showing plans, elevations and sections of proposed alterations, if available.

NB: All alterations require our prior written consent as Landlord

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7. NOXIOUS AND HAZARDOUS PROCESSES

Does the business process involve the creation of any noxious, toxic or hazardous waste or by-products in any forms, including dust or smoke? If so, please give details of the materials concerned and the intended means of disposal.

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8. PROCESS MATERIALS

What materials will be used and will they be stored in the unit? What means of storage is proposed?

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9. TRANSPORT

Which form of transport will be used to convey material to and products from the unit? Does the business have any special requirements in this respect? Please provide details of traffic generation anticipated in terms of number and frequency of deliveries by types of vehicles.

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10. USE OF PREMISES

Please give a breakdown by function of the uses to which the unit will be put.

a) Administration ____ % b) Process ____ % c) Storage ____ %

d) Other ____ % (please specify use): .....

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11. EMPLOYEES

a) Existing Full-time & Part –time Jobs

If the business already operates in the area, how many people does it employ?

F/T	P/T

b) New Full-time & Part –time Jobs

How many new jobs will be created by the business at this location?

F/T	P/T

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12. SERVICE REQUIREMENTS

a) Will the proposed use involve the use of water from the public supply? YES ☐ NO ☐

If YES, please state the approximate quantity required per day: .....

b) Indicate any additional/exceptional servicing requirements..

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13. LEASE TERM

The Council's standard industrial lease is offered on tenant internal repairing terms and runs for a period of 5 years. Any time after the first year, the tenant may exercise an option to break on giving 3 months' written notice. Longer leases are available subject to rent reviews at 5 yearly intervals.

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14. RELATIONSHIP TO ANY HIGHLAND COUNCIL EMPLOYEE OR COUNCILLOR

Please give details of any member of staff or elected Member to whom you are related.

Full Name of Employee: Mr/Mrs/Miss .....

Relationship: .....

Full Name of Member: Councillor .....

Relationship: .....

15. FINANCIAL INFORMATION

(a) A bank reference confirming your financial standing and giving an opinion on your ability to meet the financial obligations of the lease. **Highland Council cannot seek this from your bank as we operate a sealed bidding procedure. It is your responsibility to obtain the bank reference. Please use the enclosed Bank Reference Request Form if required.**

Please confirm you have requested the reference direct from your bank – TICK HERE ☐

(b) For **existing businesses** - copies of the last 3 years certified final accounts.

OR For **new businesses** - a Business Plan including a detailed cash flow statement for the first year, with summary figures for years 2 and 3.

(c) Please indicate the date by which you will have obtained all necessary finance and will be in a position to proceed with the lease: _____

All information provided will be treated in the strictest confidence. In the event that the above information is not enclosed with the application, your application will be delayed and may ultimately be refused. The Highland Council reserves the right to request further information, if required, to determine your application. **Please note that if you are indebted to The Highland Council e.g. Council Tax, Non-Domestic Rates,Sundry Debt then Council policy precludes offering a lease until the debt is cleared.**

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16. DECLARATION BY APPLICANT

(a) I/we confirm that the information I/we have provided to the Council is accurate.
(b) I/we confirm that I/we am/are not indebted to the Council in any way.
(c) I/we confirm that I/we have no objection to the Council approaching my/our existing landlord for a reference.
(d) I/we confirm that I/we have read the Guide for Industrial & Commercial Tenants on the Council's website.

Signed: .....

Position: .....

Date: .....

Please return this form, together with your financial information, to:

THE HIGHLAND COUNCIL, INFRASTRUCTURE, ENVIRONMENT & ECONOMY SERVICE, PROPERTY LETTING, ROOM C/2/004, 2 FLOOR, COUNCIL HEADQUARTERS, GLENURQUHART ROAD, INVERNESS IV3 5NX

CLOSING DATE FOR APPLICATIONS: 1200 noon Wednesday 18 November 2026

We do not accept applications by fax, however you may email this application form, plus supporting documents, in PDF format, to property.offers@highland.gov.uk. Please ensure you type the Unit Address and Closing Date in the subject line of the email.

FOR HIGHLAND COUNCIL PURPOSES ONLY

OPENED ON:	**Day:**	**Date:**	**Time:**
OPENED BY:	**Job Title:**		
	Name:	**Signature:**	
WITNESSED BY:	**Name:**	**Signature:**	
WITNESSED BY:	**Name:**	**Signature:**	

THE HIGHLAND COUNCIL

APPLYING TO LEASE INDUSTRIAL OR COMMERCIAL PROPERTY

GUIDE TO COMPLETING THE APPLICATION FORM

1. Please complete the form in full and provide as much information as you can to allow us to assess your application.

2. If you require more space than is available on the application form, please supply the additional information in a covering letter or on a separate piece of paper.

3. If you trade as a Sole Trader or Partnership, you must detail your home address(es) as well as any existing business address(es) as the Council's financial regulations require us to check if you owe the Council any money. If you do not provide this information, we will not be able to progress your application.

4. You must supply a bank reference to allow us to verify your credit worthiness. We cannot progress your application without a bank reference and we cannot seek this from your bank on your behalf. Please complete the Bank Reference Form and submit direct to your bank, if they require this. If you have not received the reference when you submit your application, please tick the box on the application form to confirm you have requested it. Please note a bank reference will not be required if your business is a government or public sector department or agency or body.

5. If posting, you must use the formal address label to return your application. To ensure the integrity of our letting procedures, we are not permitted to open applications before the closing date and using the address label allows us to distinguish your application from other incoming mail.

6. Your application must be emailed or posted. We cannot accept applications by fax. If you post your application, please ensure you have paid the correct postage as underpaid mail will be delayed by Royal Mail. If your application arrives late due to insufficient postage, we will not be able to progress it and it will be rejected.

7. We will not be able to consider your application if it is received after the closing date.

8. We will not be able to consider your application if you deliver it to any Council office other than our office at the address stated below.

9. We provide a PDF version of the letting particulars and a dedicated webpage for each property we advertise on Highland Council's website at
   Web: **www.highland.gov.uk/propertyletting**

10. If you have a question about the property or the application process that cannot be answered from the particulars or the webpage, then please do not hesitate to contact us:
    Email: **property.letting@highland.gov.uk**

REQUEST FOR STATUS ENQUIRY, BANK REFERENCE OR OPINION

The Highland Council
Comhairle na Gàidhealtachd

INFORMATION FOR BANK ISSUING THE STATUS ENQUIRY/REFERENCE/OPINION

A customer of your bank, detailed below, is applying to lease industrial / commercial property from The Highland Council who require that their application must be accompanied by a bank reference confirming their financial standing and giving an opinion on their ability to meet the financial obligations of the proposed lease.

As the Council operates a sealed bid letting procedure, obtaining the bank reference and paying the appropriate fee is the responsibility of the applicant i.e. your customer.

This form has been provided to your customer for them to complete and present to their bank to arrange for a bank reference to be issued for the reasons outlined above. We trust you will accept this as sufficient authorisation from your customer to issue the bank reference.

INSTRUCTION TO APPLICANT / BANK CUSTOMER

Complete this form **THEN SEND IT DIRECT TO YOUR BANK TO REQUEST THE BANK REFERENCE.**

PROPERTY REF: **OFFICE 3 MAYFIELD, DINGWALL, IV15 9ST**

YOUR NAME: .....

YOUR ADDRESS: .....

.....

YOUR BANK: .....

ACCOUNT NO. .....

SORT CODE: .....

PROPOSED RENT AMOUNT: **£** ..... per annum, exclusive of VAT

I/We hereby authorise my/our bank/building society to issue a reference to The Highland Council in respect of my/our above numbered account. I/We also consent to any charge or cost in connection with the bank reference being debited from my/our bank account.

YOUR SIGNATURE: ..... **DATE:** .....

HIGHLAND COUNCIL CONTACT:

If either party has any queries, please do not hesitate to contact us.

Contact: Property Letting **Signature:** A Langer

Tel: 01463 785128 **Email:** property.letting@highland.gov.uk

Address: The Highland Council, Industrial & Commercial Property, Room C/2/004, 2nd Floor, Council Headquarters, Glenurquhart Road, Inverness IV3 5NX

DO NOT OPEN BEFORE THE CLOSING DATE

APPLICATION FOR: **OFFICE 3, MAYFIELD, DINGWALL, IV15 9ST**

CONFIDENTIAL

The Highland Council
Property Letting (Industrial & Commercial Property)
2nd Floor, Room C/2/004
Council Headquarters
Glenurquhart Road
INVERNESS
IV3 5NX